

**SUPERVISORY
COMPUTER
SPECIALIST
GS-0334-12**

**INFORMATION
SYSTEMS**

INTRODUCTION

This position is located in the Command Support Department, Information Systems Division, Naval Air Station, Lemoore, Lemoore, CA. Incumbent is the Director of the Naval Air Station Lemoore Information Systems (IS) Division. Major functions are to provide and coordinate AIS oversight, planning, system implementations, AIS security for telecommunications and equipment and accountability and control of AIS. Maintains AIS resources for station departments and supported activities.

MAJOR DUTIES AND RESPONSIBILITIES

As the Director of the Information Systems Department, the incumbent is responsible for overall management of AIS program.

- a. Establishes and maintains AIS standards. Works with functional managers from various locations to evaluate and implement standards. Develops and provides procedural guidance based upon regulatory, directed and local requirements and standards.
- b. Locally approves AIS hardware/software (including teleprocessing) procurement actions. Reviews long and short range plans and provides guidance. Obtains appropriate approval authority, reviews procurement documentation, monitors receipts, assists in or prepares technical specifications in support of bid solicitation.
- c. Maintains inventory accountability of AIS hardware/software resources. Maintains centralized database for annual reporting requirements. Identifies location and accountability of resources. Maintains accountability records.
- d. Manages AIS Security program in accordance with written guidance and regulation. Maintains required records, manages risk assessment program and contingency planning, advises on asset utilization/access and provides user training as required.
- e. Provides technical guidance and training in use of hardware/software resources.
- f. Provides consultation/instruction concerning software/hardware usage to functional analysts, programmers, customer and management personnel.
- g. Coordinates use, development and maintenance of local and wide area networks. Reviews requirements, analyzes upgrades/changes proposals, make recommendations and takes action to implement changes/upgrades as required.
- h. Provides data communication management oversight. Reviews onboard capabilities and manages upgrades if required.
- i. Prepares and/or coordinates AIS implementation and contingency plans. Evaluates results and takes or coordinates corrective action.

j. Directs, coordinates or oversees work of subordinate supervisors or team leaders. Assures reasonable equity of performance standards and rating techniques developed by subordinates. Evaluates subordinate supervisors and serves as the reviewing official on evaluations of non-supervisory employees rated by subordinate supervisors. Makes decisions on work problems presented by subordinate supervisors. Recommends selections for subordinate supervisory positions or similar positions responsible for coordinating the work of others.

k. Hears and resolves group grievances or serious employee complaints; and reviews and approves serious disciplinary actions involving non-supervisory subordinates. Approves selections for subordinate non-supervisory positions. Approves leave. Makes decisions on non-routine, costly or controversial training needs and training requests related to employees of the unit. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, and improve business practices.

l. Implements provisions designed to assure that policies to achieve management objectives in such areas as employee management relations and equal opportunity are effectively carried out. Assures equal treatment of all employees. Assures equal opportunity for all persons, to prohibit discrimination in employment, development, advancement, and treatment because of race, color, religion, sex, or national origin. Promotes the full realization of equal employment opportunity through continuous participation in the Station's Affirmative Action program Plan for minorities and women, with assertive efforts in the accomplishment of goals established to overcome under representation.

FACTOR 1. KNOWLEDGE REQUIRED

Knowledge of federal, DOD and Navy AIS security and management requirements in sufficient depths to perform overall management of station AIS program.

Knowledge of computer characteristics including mainframe, mini and personal computers. Has strong knowledge of current AIS hardware capabilities, including telecommunications relating to AIS networks.

Knowledge of computer operations including use of networks, data transfer, front end processing, telecommunication interfacing and computer configuration.

Knowledge of computer software including fourth generation languages (database, spreadsheet and word processing), and operating system software.

Knowledge of Federal and Navy acquisition regulations in procuring hardware and software.

Up to date knowledge of computer and networks hardware systems and capabilities.

Knowledge of systems analysis or design techniques as related to automated information systems.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent will organizationally and administratively report to the Command Support Director. For overall AIS planning and coordination, the incumbent will work directly with the AIS Executive Steering Committee in determining priorities, setting goals and receiving long term guidance and strategy. Major AIS upgrades and/or changes will be reviewed and approved by the AIS Executive Steering Committee. The supervisor provides general guidance, as to scope and priorities of projects in the assigned area, and in consultation with the employee, determines time-frames and possible shifts in staff assignments.

Incumbent plans, organizes, and carries out assignments, coordinates work with others, determines the approach and methodology to be used, and keeps the supervisor apprised of potential problems. Coordinates with the Executive AIS Steering Committee on approaches that may have potential policy impact.

Completed work is reviewed for its effectiveness in meeting user requirements, accuracy of estimated time frames and projected problem areas, and effectiveness in coordinating the project with other groups.

FACTOR 3. GUIDELINES

Guidelines primarily consist of Federal, agency and local regulations, policies, standards, and objectives, precedent system designs, and user procedure handbooks, regulations, and directives. Data for studies often requires development of special information sources to resolve differences in findings by group members. Guidelines are often lacking, requiring new or improved methods to be tested which may provide a basis for future guidelines. Considerable judgment is required in relating guidelines to the solution of projects and determining if additional methods of problem resolution would be beneficial. Trends and patterns must be investigated in order to anticipate and correct problem areas.

FACTOR 4. COMPLEXITY

Assignments require an unusual depth of analysis in assigned project, characterized by the need for significant departures from established practices. Problems are of a type that have been resistant to solutions in the past.

Decisions concerning what needs to be done are complicated by technical, novel or obscure problems or special requirements for organization and coordination. organization and coordination problems typically result when dealing with broad aspects of multiple user systems which involve several different functional areas. Typical problems include conflicting requirements, poorly defined problems,

projections based on variable data and evaluation and anticipation of technological, mission, funding and other changes over a long term project.

Although precedent studies and programs are helpful, they are usually untried at the scale proposed. A number of approaches to accomplish the work are possible and decisions regarding approach are complicated by the extensive coordination required between the various users and other ADP staff. The work requires developing criteria upon which to base future modification and redesign efforts.

FACTOR 5. SCOPE AND EFFECT

The work primarily involves a variety of problems relating to efficiency of data processing in the assigned area, formulation of substantial revisions to the system, establishment of programming specifications and test plans where numerous alternatives must be evaluated. The work affects a wide range of agency activities, activities of non-Government organizations, or functions of other agencies.

FACTOR 6. PERSONAL CONTACTS

Personal contacts include other analysts, programmers, and functional area users in other organizations within the activity. In addition, contacts often take place with computer personnel of other agencies, equipment or system software vendors, and contractors. Additionally, the incumbent will working directly with department heads, the AIS Steering Committee, Commanding Officer and Executive Officer.

FACTOR 7. PURPOSE OF CONTACTS

Contacts involve influencing others to use particular technical methods and procedures, or to persuade them to cooperate in meeting objectives and deadlines when there are problems in securing cooperation. Also, in implementing AIS plans and programs interface with areas and the AIS Steering Committee will be required.

FACTOR 8. PHYSICAL DEMANDS

The work is sedentary. No special demands are required to perform the work.

FACTOR 9. WORK ENVIRONMENT

The work is performed in a typical office setting. Special safety precautions are not required.

EXPLANATORY STATEMENTS

Work requires the employee to have a secret security clearance.

Work requires travel away from the normal duty station on a regular basis.